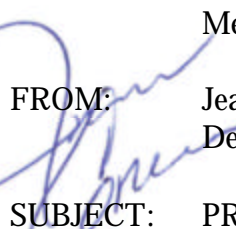




**DEPARTMENT OF PERSONNEL**  
**209 East Musser Street, Room 101**  
**Carson City, Nevada 89701-4204**  
**(775) 684-0150**  
**<http://dop.nv.gov>**

**MEMO PERD #40/05**  
**October 6, 2005**

TO: Personnel Commission Members  
Department Directors  
Division Administrators  
Agency Personnel Liaisons  
Agency Personnel Representatives  
Designee for Rules Distribution  
Employee Representatives  
Media Representatives

FROM:  Jeanne Greene, Director  
Department of Personnel

SUBJECT: PRELIMINARY PERSONNEL COMMISSION AGENDA

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The items listed below are tentatively scheduled for the Personnel Commission meeting on November 8, 2005, beginning at 8:00 a.m. This meeting will be held at the Legislative Building, Room 4100, 401 South Carson Street, Carson City, and via videoconferencing at the Grant Sawyer Building, Room 4412, 555 East Washington Avenue, Las Vegas.

***NOTE: Agenda items may be heard in a different order than listed, at the discretion of the Chair.***

- I. Call To Order - 8:00 A.M.
- II. \*Adoption of Agenda
- III. \*Minutes of Previous Meeting
- IV. \*Proposed Regulation Changes to Nevada Administrative Code, Chapter 284
  - A. Revised Regulations Proposed for Permanent Adoption
    - Sec. 1 NAC 284.116 Computation of time
    - Sec. 2 NAC 284.313 Limitation of competition in recruitment; applications

IV. \*Proposed Regulation Changes to Nevada Administrative Code, Chapter 284 (cont'd)

A. Revised Regulations Proposed for Permanent Adoption (cont'd)

Sec. 3     NAC 284.374     Active lists: Removal and reactivation of names; refusal to consider certain persons

Sec. 4     NAC 284.470     Preparation, filing and discussion of reports; duties of employees; requests for review; grievances

B. Changes Resulting from a Comprehensive Review of the Attendance & Leaves section

Sec. 1     NEW                Attendance required

Sec. 2     NAC 284.5231     "Care" defined

Sec. 3     NAC 284.524     Workweeks and workdays; periods for rest and meals

Sec. 4     NAC 284.5255     Time sheets

Sec. 5     NAC 284.538     Annual leave: Long-term employees

Sec. 6     NAC 284.5385     Annual leave: Leave without pay; catastrophic leave; receipt of benefits for temporary total disability; computation; part-time employees

Sec. 7     NAC 284.539     Annual leave: Written request; approval or denial; authorized use

Sec. 8     NAC 284.5405     Credit upon reinstatement, rehiring, reemployment or transfer

Sec. 9     NAC 284.542     Sick leave: Part-time employees

Sec. 10    NAC 284.544     Sick leave: Leave without pay; catastrophic leave; receipt of benefits for temporary total disability; computation

Sec. 11    NAC 284.546     Sick leave: Unused credit

Sec. 12    NAC 284.548     Sick leave: Repayment of benefits upon reinstatement of dismissed employee

Sec. 13    NAC 284.551     Sick leave: Credit upon rehiring, reemployment or transfer

Sec. 14    NAC 284.552     Sick leave: Service in provisional, special disabled, emergency or temporary status; seasonal employees

Sec. 15    NAC 284.558     Sick leave: Illness in employee's immediate family

Sec. 16    NAC 284.568     Sick leave: Placing employee on sick leave

Sec. 17    NAC 284.575     Catastrophic leave: Interpretation of certain statutory terms

IV. \*Proposed Regulation Changes to Nevada Administrative Code, Chapter 284 (cont'd)

B. Changes Resulting from a Comprehensive Review of the Attendance & Leaves section (cont'd)

Sec. 18	NAC 284.576	Catastrophic leave: Use and administration; appeal of denial
Sec. 19	NAC 284.578	Leave of absence without pay
Sec. 20	NAC 284.5811	Family and medical leave: Maximum amount in 12-month period; eligibility
Sec. 21	NAC 284.582	Civil leave with pay to serve on a jury or as a witness
Sec. 22	NAC 284.586	Civil leave with pay to vote
Sec. 23	NAC 284.589	Administrative leave with pay
Sec. 24	NAC 284.5895	Computation of leave for exempt classified and unclassified employees
Sec. 25	NAC 284.594	Unauthorized absences
Sec. 26	NAC 284.598	Breaks in continuous service

SECTIONS PROPOSED FOR REPEAL

Sec. 27	NAC 284.523	Definitions
Sec. 28	NAC 284.5232	"Continuing treatment" defined
Sec. 29	NAC 284.5233	"Eligible employee" defined
Sec. 30	NAC 284.5234	"Family and medical leave" defined
Sec. 31	NAC 284.52345	"Family and Medical Leave Act" defined
Sec. 32	NAC 284.5236	"Intermittent leave" defined
Sec. 33	NAC 284.5238	"Reduced leave" defined
Sec. 34	NAC 284.5239	"Serious health condition" defined
Sec. 35	NAC 284.590	Employees required to report absences

C. Changes Resulting from a Comprehensive Review of the Disabilities Related to Work section

Sec. 1	NAC 284.600	Definitions
Sec. 2	NAC 284.6002	Physical assessments
Sec. 3	NAC 284.6004	Temporary assignment: Conditions for offer; termination; additional assignments

IV. \*Proposed Regulation Changes to Nevada Administrative Code, Chapter 284 (cont'd)

C. Changes Resulting from a Comprehensive Review of the Disabilities Related to Work section (cont'd)

- |        |              |   |
|--------|--------------|---|
| Sec. 4 | NAC 284.6008 | Temporary assignment: Location; jurisdiction of appointing authority; effect of jurisdiction of another appointing authority                            |
| Sec. 5 | NAC 284.6012 | Temporary assignment: effect of family and medical leave  |
| Sec. 6 | NAC 284.6013 | Determination of date on which employee sustained permanent disability related to work  |
| Sec. 7 | NAC 284.6014 | Eligibility of employee with permanent disability for reemployment  |
| Sec. 8 | NAC 284.6015 | Risk management division to provide certain information regarding permanent disability of employee to department of personnel and appointment authority |
| Sec. 9 | NAC 284.6019 | Limitations on eligibility for reemployment of person with permanent disability   |

SECTIONS PROPOSED FOR REPEAL

- |         |              |  |
|---------|--------------|--|
| Sec. 10 | NAC 284.6006 | Temporary assignment: Compensation; effect of duties assigned  |
| Sec. 11 | NAC 284.601  | Temporary assignment: Accommodation of limitations or restrictions on employee's ability to work; duties of appointing authority; requirement of medical examination under certain circumstances |
| Sec. 12 | NAC 284.6016 | Family and medical leave for certain disabled employees  |

D. Changes Resulting from a Comprehensive Review of the Separations from Service section

- |        |             |   |
|--------|-------------|---|
| Sec. 1 | NAC 284.602 | Resignations  |
| Sec. 2 | NAC 284.611 | Separation for physical, mental or emotional disorder |
| Sec. 3 | NAC 284.614 | Layoffs: Procedure                                    |
| Sec. 4 | NAC 284.618 | Layoffs: Voluntary demotions                          |
| Sec. 5 | NAC 284.626 | Layoffs: Notice                                       |
| Sec. 6 | NAC 284.630 | Layoffs: Reemployment                                 |
| Sec. 7 | NAC 284.632 | Layoffs: Calculation of seniority                     |

V. \*Approval of Proposed Class Specifications

A. Division of Forestry Re-Organization

1. Chief, Resource Management
2. Conservation Camp Manager/Supervisor series
3. Fire Management Coordinator

B. Hydrologist

C. Environmental Health Specialist series

D. Deputy Administrator, Emergency Management

E. Emergency Programs Manager

VI. \*Approval of Occupational Group Study Revised Class Specifications

A. Engineering & Allied occupational group

1. Subgroup: Engineering
  - a. Administrator, Professional Engineer series
  - b. Manager, Professional Engineer series
  - c. Professional Engineer series
2. Obsolete Class to be Abolished
  - a. Engineering Services Coordinator

VII. \*Individual Classification Appeals

A. Jeanne Ohlson, Administrative Assistant III

*University Police Services, University of Nevada, Reno*

B. Judy Larquier, Administrative Assistant III

*Business & Industry, Western Nevada Community College*

VIII. Special Reports

IX. Comments by the General Public

X. Select Date for Next Quarter Meeting

XI. \*Adjournment

*\*Indicates agenda items scheduled to be voted on by the Personnel Commission.*

**MEMO PERD #40/05**

**October 6, 2005**

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If anyone has questions or wishes to discuss, in further detail, the items scheduled for this Commission meeting, please contact Shelley Blotter at (775) 684-0105.

We are pleased to make reasonable accommodations for individuals with disabilities who wish to attend this meeting. If special arrangements are necessary, please notify the Department of Personnel in writing at 209 East Musser Street, Room 101, Carson City, Nevada 89701-4204, or call Debra Berry at (775) 684-0110 no less than five working days prior to the meeting.